

RFP Clarifications Memorandum

To: Vendors Responding to RFP Number 3758 for the Information Technology Services (ITS)
From: Craig P. Orgeron, Ph.D.
Date: September 11, 2014
Subject: Clarifications to Specifications
Contact Name: Kay-Lynn Meador
Contact Phone Number: 601-432-8001
Contact E-mail Address: kaylynn.meador@its.ms.gov

RFP Number 3758 is hereby amended as follows:

1. Title page, second box is modified as follows:

Tangela Harrion
Technology Consultant
Information Technology Services
3771 Eastwood Drive
Jackson, MS 39211
(601) 432-8112
Tangela.Harrion@its.ms.gov

2. Title page, third box is modified as follows:

**PROPOSAL, SUBMITTED IN RESPONSE TO
RFP NO. 3758
DUE October 2, 2014 @ 3:00 p.m.,
ATTENTION: Tangela Harrion**

3. **Section II Proposal Submission Requirements, Item 14.1 is amended as follows:**

14.1 The State's contact person for the selection process is: Tangela Harrion, Technology Consultant, 3771 Eastwood Drive, Jackson, MS 39211, 601-432-8112, Tangela.Harrion@its.ms.gov.

4. **Section VII Technical Specifications, Item 3 Project Schedule is amended as follows:**

Task	Date
First Advertisement Date for RFP	08/19/2014
Second Advertisement Date for RFP	08/26/2014
Deadline for Vendor's Written Questions	3:00 p.m. Central Time on 09/15/2014
Deadline for Questions Answered and Posted to ITS Web Site	09/22/2014
Open Proposals (due date)	10/02/2014
Evaluation of Proposals	10/02/2014 – 10/28/2014
Notification of Award Sent to Vendors	10/28/2014
Contract Execution	10/22/2014 – 10/31/2014
Vendor EPL Sites Approval	10/22/2014 – 10/31/2014
Software EPL 3758 Publish Date	11/03/2014
Software EPL 3758 Expiration Date	10/31/2017

5. **Section VII Technical Specifications, Item 4 Statement of Understanding is amended as follows:**

4.1.2 Vendor must deliver a written document to Tangela Harrion at **ITS** by September 15, 2014 at 3:00 p.m. Central Time. This document may be delivered by hand, mail, email, or fax. Address information is given on page one of this RFP. The fax number is (601) 713-6380. **ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF QUESTION DOCUMENTS.** It is solely the responsibility of the vendor that the clarification document reaches **ITS** on time. Vendors may contact Tangela Harrion to verify the receipt of their document. Documents received after the deadline will be rejected.

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

RFP responses are due October 2, 2014, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Tangela Harrion at 601-432-8112 or via email at tangela.harrion@its.ms.gov.

cc: ITS Project File Number 40730